

21 March 1960

MEMORANDUM FOR: Chief, Personnel Operations Division

SUBJECT : Proposal for an Agency Pre-Retirement Program

1. My recommendations for a Pre-Retirement Program are attached. If a staff study is necessary, which I doubt, it can be developed from the attached paper.

2. The planning period of 10 years may sound excessive, but to one who has heard some grim facts about the lack of notice and planning, this period appears proper. We need not be too concerned about the 50-year-olds for awhile as we will be busy at first with those who will be eligible in the next 5 years.

3. The Director of Personnel and the Chairman of the Retirement Board are both interested in this matter. I suggest that this proposal be discussed first with the Director of Personnel.



Executive Secretary  
Agency Retirement Board

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Attachment